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**Remarks:**

Bob:

Bob Wattles' redraft of this memorandum is sufficiently changed that I think we should spend a little time on it at our next Deputies Meeting, and I shall put it on the agenda.

STATINT

LKW

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FROM: NAME, ADDRESS AND PHONE NO.	DATE
Executive Director-Comptroller	23 Mar 70

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Executive Registry

70-972/1

MEMORANDUM FOR: Director of Personnel

SUBJECT : Agency Employment of Immediate Family Members

1. For some time now we have been trying to establish reasonable policy guidance governing the employment of married couples. I believe that we should broaden the policy to provide guidance in the employment of all immediate family members which, for this purpose, will be deemed to include spouse, sibling and child.

2. It is the Agency's policy not to discourage the employment of immediate family members providing reasonable standards and good judgment are applied. Care must be taken to avoid the charge, or even the appearance, of nepotism in either the original employment or the subsequent management of relatives of Agency employees.

3. The following policies will govern:

a. Two or more family members will not work in the same Office (or Division in the Clandestine Service). This policy will be applied with due consideration of the fact that there are presently immediate family members working in the same Office.

Where feasible, change in work location for one will occur with due consideration of job requirements and the qualifications of the individuals concerned.

b. With specific reference to married couples:

(1) When two employees already on duty marry, one will be transferred to another office as soon as a suitable assignment can be found.

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(2) When both husband and wife are professional employees and one is reassigned to another work location and refuses the assignment because it is in conflict with the employment of the spouse, the Director of Personnel, in consultation with the appropriate Deputy Director, will determine which of the two careers is dominant. ~~The Director of Personnel will support the assignment of the dominant employee and take whatever~~ measures are necessary to resolve the employment status of the spouse. If the dominant member is being reassigned, the spouse may (a) remain in place, (b) be reassigned to the new location in a staff or contract capacity as appropriate, or (c) resign to accompany the dominant member.

(3) Working spouses are entitled to all the benefits related to their employment status.

(4) The determination of employment of a spouse at an overseas station is the responsibility of the cognizant Deputy Director. As appropriate, this determination will be coordinated with the Deputy Director for Plans.

(5) The spouse of a supergrade employee will not be offered employment by the Agency.

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3. It is understood that the above policy guidance will not be announced by Notice or other general media. It is further understood that there may be situations where your judgment and discretion may dictate exceptions to these general provisions.

L. K. White  
Executive Director-Comptroller

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